

USAMRMC Reg 630-5

DEPARTMENT OF THE ARMY  
U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
504 Scott Street, Fort Detrick, MD 21702-5012

USAMRMC Regulation  
Number 630-5

14 April 2000

Personnel Absences  
LEAVE OUTSIDE THE CONTINENTAL UNITED STATES

1. HISTORY. This publication supercedes USAMRDC Reg 630-5, 17 Nov 89, Leave Outside the Continental United States and all previous editions.
2. PURPOSE. To establish policy and procedures for processing leave outside continental United States (OCONUS).
3. REFERENCES:
  - a. AR 55-46, 20 Jun 94, Travel Overseas
  - b. AR 600-8-10, 1 Jul 94, Leaves and Passes
  - c. DoD 4500.54-G, 10 Jan 00 (updated quarterly), Department of Defense Foreign Clearance Guide.
  - d. Manual for Courts Martial, 1998 edition, Article 86, Absence without leave.
  - e. MEDCOM Reg 1-1, 20 Mar 98, Temporary Duty Travel
  - f. USAMRDC Reg 55-1, 17 Mar 92, Transportation and Travel
4. APPLICABILITY. This regulation is applicable to all military personnel assigned to Headquarters (HQ), United States Army Medical Research and Materiel Command (USAMRMC) and its subordinate units. These instructions do not apply for leave to or within the states of Alaska or Hawaii, or U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Marianna Islands. However, the Foreign Clearance Guide may be consulted for information concerning identification credentials,

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immunization, customs and quarantine inspection requirements, and other general briefing information. For health information consult [www.cdc.gov/travel](http://www.cdc.gov/travel).

## 5. RESPONSIBILITIES.

a. Commanders of USAMRMC units are responsible for ensuring adherence to the provisions of this regulation and its references (paragraph 3).

b. Approving Authorities for DA Form 31 (Request and Authority for Leave) for USAMRMC units are responsible for ensuring that all OCONUS leave requests are forwarded to Headquarters, USAMRMC, ATTN: MCMR-RMP, for OCONUS travel clearance.

c. Deputy Chief of Staff, Personnel, HQ, USAMRMC, is responsible for processing and obtaining travel clearances for all USAMRMC OCONUS leave requests, including leave in conjunction with official travel.

## 6. PROCEDURES.

a. Request for all OCONUS ordinary leave not in conjunction with OCONUS official travel.

(1) A memorandum requesting OCONUS leave will be prepared and forwarded to HQ, USAMRMC, ATTN: MCMR-RMP. The memorandum will contain the information required in AR 600-8-10, paragraph 8-3c and the requestor's security clearance. The format for this memorandum is in Appendix A.

(2) A copy of the completed DA Form 31 and Antiterrorism/Force Protection training memorandum (from the instructor) will be enclosed with the OCONUS leave memorandum. The traveler's supervisor will approve or disapprove and sign the DA Form 31 in block 12 and the unit's leave approval authority will sign in block 13. After approval has been received from HQ, USAMRMC, then the unit will utilize its own control number.

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(3) The approval/disapproval memorandum, country and health region specifics and DA Form 31 will be returned to the originating unit by endorsement with disposition instructions.

(4) The unit is responsible for final processing.

(5) Requests for leave must be submitted not later than 60 days prior to the projected leave date. Exceptions for leave under emergency conditions will be granted.

b. Request for leave in conjunction with OCONUS official travel/Temporary Duty (TDY).

(1) The request for OCONUS official travel on DD Form 1610, (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 31 (Request and Authority for Leave) will be submitted to HQ, USAMRMC, ATTN: MCMR-RMP, within the 60 day policy timeframe.

(2) Since all required data elements will be included on the OCONUS TDY official travel request memorandum, it is not necessary to include them as a separate request.

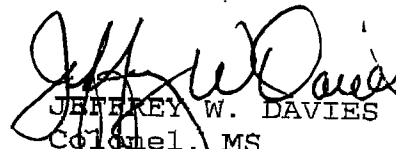
(3) The unit travel clerk, or Personnel Actions Center is responsible for forwarding the DD Form 1610 and the DA Form 31 to the traveler.

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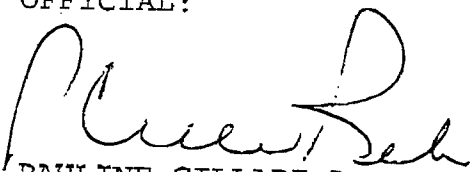
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The proponent of this regulation is the Chief, Military Personnel Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Blank Forms) to Commander, U.S. Army Medical Research and Materiel Command, ATTN: MCMR-RMP, Fort Detrick, Maryland 21702-5012

FOR THE COMMANDER:

  
JEFFREY W. DAVIES  
Colonel, MS  
Chief of Staff

OFFICIAL:

  
PAULINE CILLADI-REHRER  
Lieutenant Colonel, MS  
Secretary of the General Staff

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APPENDIX A  
OCONUS Leave Request  
(on UNIT LETTERHEAD)

Office Symbol (630-5a)

(Date)

MEMORANDUM FOR Commanding General, U.S. Army Medical Research  
and Materiel Command, ATTN: MCMR-RMP,  
Fort Detrick, MD 21702-5012

SUBJECT: Request for OCONUS Leave

1. Request (grade) (name), (SSN), be granted OCONUS leave as shown on the enclosed DA Form 31 (Request and Authority for Leave).
2. The following information is submitted in consideration of travel clearance:
  - a. Date and place of birth:
  - b. Citizenship:
  - c. Passport number (if soldier is not a U.S. citizen):
  - d. Countries to be visited and length of stay: (each country, if multiple countries are involved, and exact arrival and departure dates are necessary to obtain travel clearances).
  - e. Purpose of visit:
  - f. Point of entry and means:
  - g. Security clearance:

Encl

Approving Official  
Rank, Branch

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